

Bank of America
Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637
Facsimile: 757-624-6323
Toll Free Fax: 877-217-1033

Individually Billed Card Account Setup/Application Form

Department of Defense Travel Card Program

Bank of America
Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637
Facsimile: (757) 624-6323
Or (888) 698-5631

TO BE COMPLETED BY EMPLOYEE					PLEASE TYPE OR PRINT ALL INFORMATION									
First Name x	Last Name x	MI x	Social Security No. x					-			-			
Organization Name NRC Port Hueneme			Rank or Grade x		Military Status Active Reserve <u>X</u> Guard									
Employee's Mother's MaidenName (for security purposes): x			Mailing Address: Home Business x											
e-mail address: x														
Commercial Telephone Number														
Country and Area Codes: _____														
Number: _x_____			City or APO/FPO						State/Province					
			Zip Code/Postal Code						Country					

After reading the enclosed Agreement between Department of Defense Employee and Bank of America, N.A. (USA) ("Agreement"): 1. Initial one choice; 2. sign below; and 3. forward the completed form to your APC.

By signing below, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions of the Agreement including Bank of America's right to obtain credit reports as described in the Agreement. I attest to the best of my knowledge, that the information I have provided herein is true and correct.

By signing below, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions of the Agreement; however, I do not authorize Bank of America to obtain credit reports and therefore I may not be eligible for a standard account. I attest to the best of my knowledge, that the information I have provided herein is true and correct.

Signature x Today's Date x

NOTE: See attached Agreement between Department of Defense Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.

**Bank of America
Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637
Facsimile: 757-624-6323
Toll Free Fax: 877-217-1033**

TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR										PLEASE TYPE OR PRINT ALL INFORMATION																													
Employee First Name x					Employee Last Name x					M I x	Social Security No* x					-		-																					
Accounting Code (max. 64 characters)																																							
It is critical that you complete the Central Account Information to the right					Central Account Number	4	4	8	6	-	1	2	0	0	-	0	0	0	0	-	3	3	0	2															
Provide Account Hierarchy																																							
HL1					HL2					HL3					HL4					HL5					HL6					HL7					HL8				
0000001					200002					3047952					4047953					5048095					6048104														
Agency Name Naval Reserve Center, Port Hueneme										Commercial Phone, including Country and Area Codes (805) 982-6024																													
Agency Address 951 23 rd AVE Bldg 1491										Port Hueneme CA City State/Province 93043 USA Zip Code/Postal Code Country																													
FIPS Code					Account Type: Standard _____ Restricted _____					Contract City Pair Access: Yes _____ No _____ If yes, Mandatory _____ Non-mandatory																													
Authorized to Receive Travelers Checks: Yes _____ No _____					If Restricted, Date to Activate: Mo. _____ Day _____ Yr. _____					If Restricted, Date to Deactivate: Mo. _____ Day _____ Yr. _____																													
Card Design Type: Standard _____ QuasiGeneric _____ Generic _____										Cash Access : Yes _____ No _____					Daily, Weekly, Cycle Cash Limit (circle one) Limit: \$ _____																								
ACCOUNT SPENDING LIMITS (if in accordance with Agency policy)										Apply limit: _____					Daily _____ Weekly _____ Cycle _____ \$ _____ Number of Transactions _____																								
Merchant Spending Limits					MCC Retail: _____					Apply limit: _____					Daily _____ Weekly _____ Cycle _____ \$ _____ Number of Transactions _____																								
By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. PLEASE RETAIN COPY FOR YOUR RECORDS.																																							
Supervisor's Approval Signature _____															Date _____																								
Name of Agency Program Coordinator <u>Nathan T. Woodward</u>															Title/Rank <u>SK1(SW/SCW, USNR(TAR)</u>																								
APC Signature _____															Date _____																								


ADMINISTRATIVE REMARKS

NAVPERS 1070/613

S/N 0106-LF-010-6991

SHIP OR STATION NAVAL RESERVE CENTER PORT HUENEME CA 93043-4361

X _____
DATE**GOVERNMENT TRAVEL CHARGE CARD (GTCC) USAGE ACKNOWLEDGEMENT**

The following rules and guidelines pertain to the Government Travel Charge Card Usage Program, and with your signature, you are acknowledging that you have read and understand these rules and guidelines.

1. Lodging expenses in connection with official travel orders, including expenses at the travel destination and enroute. Such lodging must be in support of Government business ONLY.
2. Cash advances and fees are not to exceed the amount authorized by travel orders. The Automated Transaction Machine (ATM) advance program is to be used in conjunction with, and as a supplement to, the Government Travel Card/ATM Card Program. Therefore, personnel must limit their cash advances to those expenses that cannot be charged to the card. Any item that can be charged to the card must be charged to the card. Rather than paid for by cash advance. Any cash advances are to be used only to support Government business.
3. Card use for the purchase of airline tickets in conjunction with Temporary Additional Duty (TAD), Annual Training (AT), Active Duty Training (ADT), Inactive Duty Travel Training (IDTT), and Inactive Duty Training (IDT) is not authorized unless Travel Mode 7 is authorized on the orders. Airline tickets will be obtained from commercial travel offices. The card can be used to procure airline tickets in the event of an emergency.
4. Use of the GTCC is essential for the efficient administration of official Government business. The card is issued under a General Services Administration (GSA) contract which provides special benefits to the member and the government. Many members will need to use the GTCC to perform their official duties and must maintain their cards in good standing. Misuse of the card is detrimental to the Government because it may jeopardize a member's good standing and cause the member's card privileges to be suspended or revoked. This may make it difficult for the member to perform official duties. Misuse of the GTCC may also result in a civil collection action. Therefore, misuse of the card is contrary to good order and discipline, and may tend to bring discredit upon the Navy.
5. Adherence to this policy is MANDATORY. You are directed to use the GTCC for its intended purpose; this in ONLY for official travel and official travel related expenses. Any other use of the GTCC is UNAUTHORIZED and in violation of this order and may result in disciplinary action, up to and including trial by courts-martial.
6. I hereby certify that I have received the above orders and understand that I may use the Government Travel Charge Card only for official travel and official travel related expenses. I further understand that unauthorized use of the card will subject me to the full range of administrative actions, and/or punitive actions under the Uniform Code of Military Justice.

X _____
Member's Signature_____
Witnessed by

NAME (Last, First Middle) X	SSN x	BRANCH AND CLASS USNR
--------------------------------	----------	--------------------------